

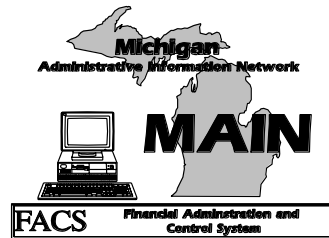
**RS12**  
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(Participants Guide)

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**RS12  
R\*STARS DOCUMENT TRACKING  
and APPROVAL PROCESSING  
Participant's Guide**

**R\*STARS  
RS12**



**R\*STARS Document Tracking  
and Approval Processing**

**INTRODUCTION**

**Agenda**

**I. Introduction**

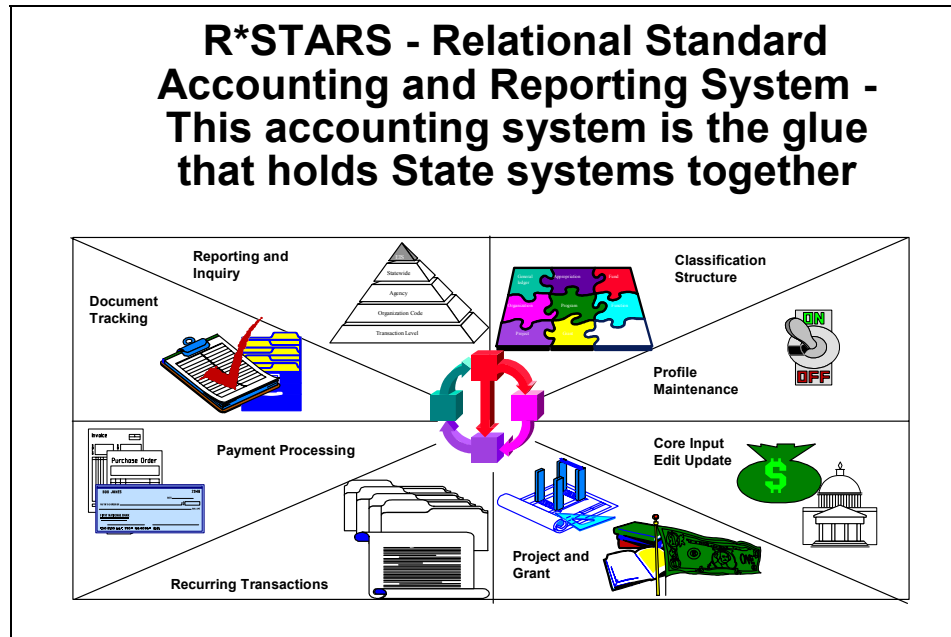
**II. Document Tracking Profiles**

**III. Action Code Application**

**IV. Inquiry and Reporting**

**V. Conclusion**

## R\*STARS Structure



The purpose of an accounting system's data classification structure is primarily to define, collect, and group required accounting information for the accomplishment of the entity's various reporting requirements. The R\*STARS classification structure serves as the primary means through which the system is able to produce financial information to meet the functional, legislative, and Generally Accepted Accounting Principles (GAAP) accounting and reporting requirements. R\*STARS data classification structure is organized into ten major areas:

- Fund Structure
- General Ledger Account Structure
- Expenditure/Revenue/Object Structure
- Appropriation Structure
- Program Structure
- Function Structure
- Organization Structure
- Grant Structure
- Project Structure
- Other

Individual accounting events, such as the payment of vouchers, contracts, or the disbursement of funds, must be assigned a series of classification elements to completely identify the accounting impact of each transaction. When a transaction is entered into the R\*STARS system, the classification elements are accumulated in system tables and may be extracted and summarized to provide financial management information, such as total tax revenue collected by the state,

payments made on a particular bond issue, the amount of appropriations expended and/or encumbered by a given agency and so on. The various levels within the structural categories facilitate retrieval of relevant data for reporting or inquiry.

## Overview

R\*STARS Document Tracking functionality is used to account for the various documents as they flow through the system. This guide is intended to provide State of Michigan MAIN FACS users with a description and the usage of document tracking processes and procedures within R\*STARS.

Through the automated recording of manual and/or generated actions (Action Codes) placed on a document, Document Tracking is capable of identifying the location and the status of a document as it flows through R\*STARS. Document Tracking also provides a mechanism for approval of certain documents.

The Document Tracking feature:

- Supports the control and monitoring of documents
- Provides a mechanism for document approval
- Controls central approval and agency approval of documents
- Provides the ability to track the status of a document

Elements required for the Document Tracking function include:

- Document Type – document type is identified in R\*STARS by the first two characters of the Document Number. The purpose of document type is to group “like” transactions. R\*STARS document types are listed on the 33 Document Control Profile.
- Action Codes – define valid actions (processes) taken on a document as it flows through the system. Action code must be valid on the D44 Action Code Profile
- Document Agency – identifies the agency responsible for the document (defaults to Batch Agency). Document Agency must be valid on the D02 Agency Profile and may differ from the agency whose general ledger will be impacted or from the Batch Agency (agency entering the transaction)
- Fiscal Year – the year on which an entity operates (accounting/reporting year). Fiscal year for the State of Michigan begins on October 1 and ends the following September 30<sup>th</sup>.

## R\*STARS DOCUMENT TRACKING PROFILES

### Agenda

#### I. Introduction

#### II. Document Tracking Profiles

#### III. Action Code Application

#### IV. Inquiry and Reporting

#### V. Conclusion

The Document Tracking functionality is supported by centrally maintained profiles. Document Tracking profiles define:

- Valid Action Codes
- Document Type processing rules
- Required approval Action Codes
- User Class security required to apply specific Action Codes (including final approval of documents)

#### NAVIGATION:

- *Log-on and access the R\*STARS MAIN MENU*

Log-on security determines screen access. A system user will only see the menu items and screens that the log-on User ID permits.

- *Press <F3> to navigate from the Main Menu to the Document Tracking Menu*

The Document Tracking Menu provides document tracking profile and screen options for R\*STARS users. In Michigan, system users with proper security may utilize the functionality of the D44 Action Code Profile, D59 Current Document Number Increment Profile, 33 Document Control Profile, 37 Document Tracking Inquiry, and the 39 Approvals by Document screen.



## D44 Action Code Profile

The D44 Action Code Profile establishes and maintains actions that are tracked on specific documents as they process through R\*STARS. The D44 contains all valid Action/Approval Codes and is maintained by Central Control Agencies for both system-wide and agency specific Action Codes. Agency “000” is used for system-wide codes. If an agency is entered, it must exist on the D02 Agency Code Profile.

- *Press <F3> to navigate from the Document Tracking Menu to the D44 Action Code Profile*

SD44 VER 2.0	STATE OF MICHIGAN PRODUCTION REGION (PMAIN)	mm/dd/YY 04:32 PM
LINK TO:	ACTION CODE PROFILE	PROD
AGENCY: 000 (MUST BE "000" OR IN D02 AGENCY PROFILE)		
ACTION CODE: 100		
DESCRIPTION: DOCUMENT/TRANSACTION ADDED TO IT FILE		
LEVEL IND: E (B=BATCH, D=DOCUMENT, E=EITHER)		
TYPE: C (A=AGENCY, B=BOTH, C=CENTRAL)		
NORMAL HOURS STATUS: 01		
EFF START DATE: 09301992 EFF END DATE:		STATUS CODE: A
Z07 NEXT RECORD SUCCESSFULLY READ		LAST PROC DATE: 0923YYYY
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

To view action codes applied at central control level:

- *Agency: 000*
- *Press: <ENTER> to display the first Action Code. Press: <F5-NEXT> to scroll and continue viewing all D44 Profile records for other system-wide Action Codes. All system-wide Action Codes (Agency 000) are numeric.*

To view agency action codes that may be applied at agency level:

- *Agency: <FACS Agency>*
- *Press: <F5> to display Agency Action Codes (Agency Action Codes are alpha)*



## D44 ACTION CODE CODING

### Control Key

- **Agency** – (Required). May be Agency '000' (used for system-wide codes) or a FACS Agency (used for agency specific codes).
- **Action Code** – (Required). For Agency “000”, a three-digit Action Code will be displayed. Agency other than “000”, a three- character Action Code will be displayed. See tables below:

Agency “000”, for example:

Action Code	Description
100	DOCUMENT/TRANSACTION ADDED TO IT FILE
123	ADPICS INTERFACE
321	OFM REVIEW
388	DOCUMENT/TRANSACTION DELETED FROM IT
588	DOCUMENT/TRANSACTION CHANGED ON IT FILE

Agency *other than* “000” action codes are limited to:

Action Code	Description
DEL	DELINQUENT A/R-SUBJECT TO OFFSET
JVA	CHF ACCT REV JRNAL ENTR REQ CTR APPRVL
XXX	UNMARKED DEL

### Information Elements

- **Description** – (Required). Text that describes the Action Code
- **Level Ind** – (Required). Single-character Level Indicator that denotes the required level of action code input
  - **B** -*Not Used in Michigan*. Batch (applied to all documents in the batch)
  - **D** -Document (applied at document level)
  - **E** -*Not Used in Michigan*. Either (Batch or Document)
- **Type** – (Required). A single character Action Type determines the level of input for the action. Valid Type values:
  - **A** -Agency only; manual input only
  - **B** -Both (Agency and Central Office personnel)
  - **C** -Central Agency (must be “C” if Action Code is numeric)

- **Normal Hours Status** – (Optional). Displays the number of hours a document should remain in a status. This element is used for reporting only and does not drive system processing. Normal Hours Status entered on the 33 Document Control Profile overrides Normal Hours Status on this Profile.
- **Status Code** – (Required, defaults to A). Single-character code used to indicate the status of the profile record (may be used to inactivate a record).
  - **A** -Active
  - **I** -Inactive
- **Eff Start Date** – (Optional, defaults to current date). Eight-digit Effective Start Date (mmddyyyy format), which identifies when the record becomes effective. If left blank, the record is immediately available
- **Eff End Date** – (Optional). Eight-digit Effective End Date (mmddyyyy format), which identifies when the record is no longer effective.

### 33 Document Control Profile

The centrally maintained 33 Document Control Profile contains processing rules for all valid document types used by R\*STARS. ADPICS document types are not the same, but do relate to R\*STARS document types. For example, in ADPICS the document type defaults to RQ for a Requisition but the system-generated requisition document number and corresponding R\*STARS document type is RY where “Y” equals fiscal year, (Example: R2, R3, R4).

The Balancing Indicator on the 33 Document Control Profile determines whether the *document* "entered amount" must equal the "computed amount" of the *document* before final document approval action can be given. Document Amount must be entered as a total calculated amount on the first financial transaction entry screen for a document.

**NOTE:** *The Batch Amount (as an absolute value) and Batch Count should be entered on the 500 Batch Header. The State of Michigan procedurally requires that all batches use the batch balancing functionality.*

If the document is being tracked (i.e., Tracking Indicator set to 'Y'), and the balancing indicator is set to 'N', then the document will not be required to be balanced and document amount need not be on the transaction before an approval action code is applied.

Whether or not document balancing is indicated on the 33 Document Control Profile, a Document Count will be system generated.

NOTE: For all R\*STARS created documents, when the Tracking Indicator is set to 'Y' on the 33 Document Control Profile, the document is tracked in R\*STARS and can be viewed on the 37 Document Tracking Inquiry screen. With the exception of "W" (Direct Voucher) and "V" (Voucher) documents, ADPICS documents do not track to the 37 Document Tracking Inquiry screen.

Document Tracking provides the system with the capability of requiring multiple Action Codes to be applied to a specific document type. Transactions entered with tracked document types update the Document Tracking Subsystem as they process through.

The 33 Document Control Profile:

- Contains titles for all system document types
- Indicates whether the document must be balanced before being given final approval (released). Balancing requires that the user-entered document amount equal the system-computed document amount.
- Identifies whether the document type tracks to the 37 Document Tracking Inquiry screen (the Tracking Indicator equals 'Y')
- Indicates the year-end closing stage for the document type. Closing stage provides the ability to group document types together for system-wide year-end closing. The Closing Stage in the 33 Document Control profile defined for a particular document will take effect when it is equal to the Closing Stage in the 97 System Management profile.
- Defines the processing of a document type by assigning up to 20 action or approval codes. The manual or the automatic application of required action/approval codes enables the document tracking system to determine document history, location, and status. Action codes may place final approval on a document or move the document to the next stage in the process.

*Clear back to the Document Tracking Menu*

- *Press: <F5> to navigate to the 33 Document Control Profile*

*To display a 33 Document Control Profile Record:*

- *Document Type: JE and press <ENTER> to display*

- *Press <F5-NEXT> to scroll through additional Document Control Profile records*

S033 VER 2.0	STATE OF MICHIGAN EDUCATION REGION (EMAIN)	mm/dd/yy 09:49 AM
LINK TO:	DOCUMENT CONTROL PROFILE	EDUC
<p>DOCUMENT TYPE: JE</p> <p>DESCRIPTION: CASH EXPENDITURE TRANSFER-DMB APPROVAL</p> <p>BALANCING INDICATOR: Y (Y/N)</p> <p>TRACKING INDICATOR: Y (Y/N)</p> <p>CLOSING STAGE: 08</p> <p>REQ APPROVAL ACTION:</p> <p>01 321</p>		
NORMAL HR:		
CONTROL AGY:		
<p>LOW NORMAL \$ AMT: 00000000000.00      HIGH NORMAL \$ AMT: 00000000000.00</p> <p>TOLERANCE \$: (FORMAT 9999; BLANK MEANS NO CONTROL)</p> <p>TOLERANCE %: (FORMAT 9.99; BLANK MEANS NO CONTROL)</p>		
<p>EFF START DATE: 09301992    EFF END DATE:      STATUS CODE: A</p> <p>LAST PROC DATE: 10051999</p>		
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

### 33 DOCUMENT CONTROL PROFILE CODING

#### Control Key

- **Document Type** – A two-character Document Type.

#### Information Elements

- **Description** – Up to 40 characters of document description that briefly describes the document type.
- **Balancing Indicator** – A one-character indicator as follows:
  - Y - Yes, entered document amount must equal computed document amount for final document approval.
  - N - No, entered document amount does not have to equal computed document amount for final document approval.

The Balancing Indicator is a required field when the Tracking Indicator is 'Y'. If the Balancing Indicator is 'Y', the Document Amount must be entered on the financial transactions for each document.

■ **Tracking Indicator** – Required one-character Tracking Indicator as follows:

- **Y** - Yes, tracking is required for this document type.
- **N** - No, tracking is not required for this document type.

■ **Closing Stage** – Numeric value ranging from 00-99. Provides the ability to group document types together for system-wide year-end closing. The Closing Stage in the 33 Document Control profile defined for a particular document will take effect when it is equal to the Closing Stage in the 97 System Management profile.

■ **Req Approval Action** – Connectors and the associated action codes are entered in the following format: XX XXX. Up to 20, two-digit Approval Action Connectors and Action Codes may be identified.

**Connector** – A connector is associated with each Action Code.

Connectors represent the level of approval required. Each connector value must be greater than or equal to the connector value to the left. Any Action Code associated with a higher connector value than the one to its left is a required Action Code.

When connectors have the same numeric value in a series of Connector/Action Code combinations, only one of the Action Codes associated with that series of like connectors is required.

- **Action Code** – An action code is an entered or system-generated value used in document tracking to identify document changes (e.g. status, location) or required document type approvals. Action Codes identified on the 33 Document Control Profile must exist in the D44 Action Code Profile (Agency '000', system-wide).

■ **Normal Hr** – (*Not used in Michigan*). May display a maximum of 20, three-digit Normal Hours. Normal Hours represent the acceptable number of hours a document should remain in the status identified by its Action Code. Normal Hours are not required for each Action Code.

■ **Control Agy** – (*Not used in Michigan*). If Control Agency approval is required for the Document Type, a three-digit Control Agency Action Code must be identified and exist in the D44 Action Codes Profile.

■ **Low Normal \$ Amt** – (*Not used in Michigan*). Up to 13 digits (two digits of decimal places) of LOW NORMAL \$ AMOUNT or leave this field blank. The Low Normal \$ Amount provides exception reporting for those documents that do not meet a minimum \$ amount.

- **High Normal \$ Amt** – *(Not used in Michigan)*. Up to 13 digits with two digit decimal places of HIGH NORMAL \$ AMOUNT or leave this field blank. The High Normal \$ Amount provides exception reporting for those documents that exceed a maximum \$ amount.
- **Tolerance \$** – *(Not used in Michigan)*. Up to four digits or leave blank the TOLERANCE DOLLAR AMOUNT. Placing all zeros in this field is acceptable. The TOLERANCE DOLLAR AMOUNT establishes liquidation tolerance limits for encumbrances and pre-encumbrances (e.g., if an encumbrance is entered for \$100 and the tolerance is \$50 (0050), the encumbrance cannot be paid for more than \$150).
- **Tolerance %** – *(Not used in Michigan)*. Up to four digits or leave blank the TOLERANCE PERCENTAGE. This field when entered must be in 9.99 format. Zeros entered 0.00 in this field are acceptable. The TOLERANCE PERCENTAGE establishes liquidation tolerance limits for encumbrances and pre-encumbrances (e.g., if an encumbrance is entered for \$100 and the tolerance is 10% (0.10), the encumbrance cannot be paid for more than \$110).
- **Status Code** – This one-character Status Code will default to an Active status if not entered. It may be used to inactivate records no longer in use:
  - **A** - Active
  - **I** - Inactive
- **Eff Start Date** – Eight-digit Effective Start Date (mmddyyyy format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.
- **Eff End Date** – Eight-digit Effective End Date (mmddyyyy format), which identifies when the record is no longer effective. This field can be left blank.

#### Other R\*STARS Profiles Critical to Document Tracking:

##### *Navigation:*

- **<Clear>** to the Main Menu
- **Press <F11>** to transfer to the System Control Menu
- **Press <F2>** to transfer to the Security Menu

The D66 User Class Profile serves as a master list of all valid User Class Codes. It identifies the transaction codes and document tracking action codes associated with each User Class. User Class security is granted based on tasks a user is required to perform.

- ```

SD66 VER 2.0          STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  08/30/YY 04:53 PM
LINK TO:              USER CLASS PROFILE MAINTENANCE                PROD

      USER CLASS:  19
      TITLE:  LIMITED RELEASE OF VP

I/E (I=INCLUDE,E=EXCLUDE)
ENTER TRANSACTION CODES SEPARATED WITH EITHER "-" OR ",".
I   290      ,      295      ,      260      ,      281      ,      231      ,      253
ENTER ACTION CODES SEPARATED WITH EITHER "-" OR ",".
E 000 205 - 000 250 , 000 300 - 000 405 , 000 800 - 000 810

                                STATUS CODE:  A
EFF START DATE: 01171995   EFF END DATE:      LAST PROC DATE: 0317YYYY
Z07 NEXT RECORD SUCCESSFULLY READ

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

## Control Key

- ## Information Elements

- R\*STARS Document Tracking
- 
- FNPGR12.doc

- **Transaction Code I/E** – One character indicator used to restrict TC usage
  - **I** — Include
  - **E** — Exclude
  
- **Transaction Codes** – Three digit transaction codes or ranges separated by commas. If a range is entered the transaction code to the left of the separator (‘-’) must be less than the transaction code to the right. Up to seven values or ranges may be entered. A user class will have a minimum of one transaction code or range of transaction codes that may or may not be used (“I” or “E”).
  
- **Separator** – ‘,’ or ‘-’ between each transaction code (‘-’ identifies a range).
  
- **Action Code I/E** – One character indicator used to restrict action code usage
  - **I** – Include
  - **E** – Exclude
  
- **Action Code Agency** – A three-character action code agency or range of agencies. Action code agency is edited against the 96A Security profile.
  
- **Action Codes** – A three character action code or range of action codes. If action code agency is ‘000’ then the action code is numeric. Agency/Action Code range is defined in standard range format (example: 000 950 - 000 951). Action code range is defined in ascending numerical order.
  
- **Separator** – ‘,’ or ‘-’ between each action code (‘-’ identifies a range).
  
- **Status Code** – One character indicator that may be used to inactivate records no longer in use.
  - **A** – Active
  - **I** – Inactive
  
- **Eff Start Date** – Eight-digit Effective Start Date (mmddyyyy format) identifies when the record becomes effective. May be left blank, which will cause the record to be immediately available.
  
- **Eff End Date** – Eight-digit Effective End Date (mmddyyyy format), which identifies when the record is no longer effective. May be left blank.
  
- **Last Proc Date** – System-generated date of profile record update.

## 96A Security Profile



The 96A Security Profile controls User Level Security and Action Level Security capabilities.

### **User Level Security**

- Identifies the agencies for which a user may perform system functions
- Controls access to view data and to add or update agency records
- May further restrict agency user security by up to two security organization level codes.

### **Action Level Security**

- Restricts the performance of processes. It assigns the default security for Accounting Transactions, Profile Maintenance and Financial Inquiry screens. Transaction security may be limited to:
  - Inquiry only
  - Entering and changing accounting transactions for the security agency or range of security agencies
  - Entering and changing unapproved transactions
  - Changing approved transactions
- Restricts edit mode for accounting transaction entry, controls the release of batches through the use of a Release Flag indicator, and controls the Disbursement Method Indicator (DMI) that may be entered by a user on an accounting transaction
  - The DMI, in part, controls payment processing to determine whether a payable transaction will be placed on hold, released immediately for warrant writing, or expedited
- Controls hours and days each user has access to R\*STARS by performing a system edit against the D61 Current Date profile
- Restricts bank code usage
- Controls the default printer for a system user
- Although not used in Michigan, has the capability to indicate a default action code agency and action code. The 96A Security Profile authorizes action code use through assignment of User Class. To assist in the document tracking functionality of R\*STARS, the 96A Security Profile works with other profiles and screens:

- 33 Document Control Profile: Establishes approvals/actions by document type
- D66 User Class Profile: Establishes valid combinations of User Class/Action Code
- 96A Security Profile: Assigns User Class security to MAIN FACS users

For example: The 33 Document Control Profile requires approval action 400 OFM REVIEW A/R WRITE-OFFS to process document type AF (ACCOUNTS RECEIVABLE WRITE-OFF). The D66 User Class Profile grants User Class 61 (DMB AGENCY LIAISONS) with the authority to apply action code 400. Therefore, User Class 61 assigned to a MAIN FACS user on their 96A Security Profile record grants the user with authorization to apply the 400 Action Code.

#### *Navigation:*

■ **<CLEAR>** to the Security Menu

■ Press **<F3>** to transfer to the 96A Security Profile

■ Enter MAIN FACS User ID

Press **<ENTER>** to recall the security record

|                                                                       |  |                                            |  |                   |  |
|-----------------------------------------------------------------------|--|--------------------------------------------|--|-------------------|--|
| S96A VER 2.0                                                          |  | STATE OF MICHIGAN EDUCATION REGION (EMAIN) |  | mm/dd/yy 11:06 AM |  |
| LINK TO:                                                              |  | SECURITY PROFILE                           |  | EDUC              |  |
| USER ID/CLASS: #TR0401 99 AGENCY: 064 NAME: TRAINING USER 401 99      |  |                                            |  |                   |  |
| ACCOUNTING TRANS: 2                                                   |  | BATCH EDIT MODE: 2                         |  |                   |  |
| RELEASE FLAG: 1                                                       |  | DISBURSEMENT METHOD: 2                     |  |                   |  |
| AGENCY RANGES-                                                        |  | WORK HOUR: 0000 2400                       |  |                   |  |
| RANGE 1: AAA 240                                                      |  | WORK DAY: A                                |  |                   |  |
| RANGE 2: 261 999                                                      |  |                                            |  |                   |  |
| ENTER UP TO 10 BANK CODES SEPARATED WITH EITHER "-" OR ","            |  |                                            |  |                   |  |
| BANK CODE: I 000 - 999                                                |  |                                            |  |                   |  |
| SECURITY AGENCY: 064                                                  |  | BANK CODE DEFAULT: 000                     |  | PRINTER IDS       |  |
| SECURITY ORG:                                                         |  | ACTION CODE AGENCY:                        |  | DEFAULT:          |  |
| SECURITY ORG:                                                         |  | ACTION CODE:                               |  | LOCAL PAYMENT:    |  |
| PRIOR MO POST IND: Y                                                  |  |                                            |  | DEPOSIT SLIP:     |  |
| PRIOR YR POST IND: Y                                                  |  |                                            |  | RECEIPT:          |  |
| FUND OVERRIDE: 1                                                      |  | VIEW BANK INFO: Y (Y/N)                    |  |                   |  |
| EFF START DATE: 01011990                                              |  | EFF END DATE: 12311999                     |  | STATUS CODE: A    |  |
|                                                                       |  | LAST PROC DATE: 08311998                   |  |                   |  |
| Z06 RECORD SUCCESSFULLY RECALLED                                      |  |                                            |  |                   |  |
| F1-HELP F3-DELETE F5-NEXT F6-96B F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR |  |                                            |  |                   |  |
| ENTER-INQUIRE CLEAR-EXIT                                              |  |                                            |  |                   |  |

## 96A SECURITY PROFILE CODING

### Control Key

- **User ID** – Assigned by the System Manager for on-line access. A User ID has a maximum of eight characters.
- **User Class** – Two-digit User Class must exist in the D66 User Class Profile. A single User ID may have security access to several User Class codes.

### User Level Security

- **Agency** – Three-character agency code, which identifies the agency for which the user may perform system functions. It will be '000' or exist in the D02 Agency Profile (i.e., the batch *default* agency known as the batch agency).
- **Accounting Trans** – Accounting Transaction indicator restricts access
  - **Blank** — No access to Accounting Transactions
  - **0** — Inquire only for Security Agency, Batch Agency, or range of Agencies
  - **1** — Entry and changes allowed for Security Agency and Batch Agency
  - **2** — Entry and changes allowed for Agencies specified in Agency Ranges
  - **3** — Same authorization as '1' plus ability to change transactions on approved documents for Security Agency.
  - **4** — Same authorization as '2' plus ability to change transactions on approved documents for Batch Agency, Security Agency and Agencies specified in Agency Ranges.

*NOTE: To further restrict access within the agency, both Security Organization fields must be coded. These fields are used if an operator has access to a single agency and the user's activities need to be restricted to an organization level lower than agency. Restriction by organization limits reporting, transaction input, and financial inquiry where the agency and organization code is in the key.*

- **Name** – User name. Maximum of 20 characters.
- **Batch Edit Mode** – Default security batch edit mode:
  - **0** — Transactions captured, but not edited or posted until batch cycle.
  - **1** — On-line data edits, does not post until released to batch cycle.
  - **2** — Edits and posts on-line.

■ **Release Flag** – One digit release flag code. Valid values are:

- **0** — User cannot release batches on-line.
- **1** — User can release batches on-line.

■ **Disbursement Method** – One-digit Disbursement Method indicator (DMI):

- **Blank** — May not enter a DMI on Accounting Transactions
- **0** — May enter 'H' (hold) DMI
- **1** — May enter 'H' (hold) and 'M' (manual) DMI
- **2** — May enter 'H' (hold), 'M' (manual), and 'R' (release) DMI
- **3** — May enter 'H' (hold), 'M' (manual), 'R' (release), and 'E' (expedite)
- **4** — May enter 'H' (hold), 'M' (manual), 'R' (release), 'E' (expedite) and 'L' (local)

■ **Agency Range 1** – Two, three-character agency codes used to identify agencies to which the user is restricted for entering Accounting Transactions, performing profile maintenance, viewing financial data, and changing accounting transactions on approved documents. The Accounting Trans field further controls a user's security access to agency range. If Accounting Trans Ind = 1 or 3, this field is not allowed. If the Accounting Trans Ind = 2 or 4, this field is required and must be greater than '000'. The Agency Range 1 must be blank if either of the Sec Org fields is entered (i.e., either agency ranges or organization codes may be entered but not both).

■ **Agency Range 2** – Consists of two, three character agency codes used to identify agencies to which the user is restricted for entering accounting transactions, performing profile maintenance, viewing financial data, and changing accounting transactions on approved documents. The Accounting Trans field further controls a user's security access to agency range. If the Accounting Trans Ind = 1 or 3, this field is not allowed. If the Accounting Trans Ind = 2 or 4, this field is optional, but Agency Range 1 is required. The agency range 2 must be blank if either of the Sec Org fields is entered

■ **Work Hour** – The range of hours that the user can access the system. The maximum range allowed is: 0000 – 2400.

■ **Work Day** – The Work Day indicator code:

- **W** — Week day access only
- **E** — Week end access only
- **A** — Any day access

■ **Bank Code** – One character indicator used to restrict bank code usage:

- **I** — Include
- **E** — Exclude

- **Bank Code** – Up to 10 bank codes or bank code ranges. Each bank displayed must exist in the D56 Bank ID profile. Commas separate individual codes or code ranges. Each bank code range is entered with a dash between the two bank codes in the range.
- **Security Agency** – Three-digit security agency (either '000' or exist in the D02 Agency profile). This is the default Agency for Accounting Transactions, Profile Maintenance and Financial Inquiry. If the security agency is not '000' then it defaults to the financial agency field on Transaction Entry screens.
- **Security Org** – Four-digit security organization code that identifies the organization within the agency where access is restricted. If security organization is indicated, the user is restricted to the organization represented in the organization code and all levels below that organization code. Additionally, the security agency must be entered. The security organization must be blank if Agency Range 1 or Agency Range 2 is entered.
- **Security Org** – If additional organizational restriction is required, another security organization code can be entered in the second security organization field. Security organization must be blank if Agency Range 1 or 2 is entered.
- **Bank Code Default** – Three-character bank code defaults from the user's security profile. The bank code must exist in the D56 Bank ID profile.
- **Action Code Agency** – *(Not used in Michigan)*. Three-character default action code agency. Must be '000' or in the D02 Agency profile. If the security agency is not '000', and the D44 Action Code Level Ind (from the Default Action Code below) is not 'B', this field must equal the security agency or batch agency, fall within the range of Agencies or be left blank. If the default action code is blank, action code agency must be blank. If action code is entered, action code agency must be entered. The action code agency and action code combination are used as defaults on the batch header during data entry and are recorded in the Document Tracking records associated with a document (if the document type is tracked) when it is entered.
- **Action Code** – *(Not used in Michigan)*. Three-character default action code default must exist in the D44 Action Code profile. Both default action code agency and default action codes must be blank or must be entered.
- **Printer IDs** – Identifies the printers used in remote printing

- **Default** – Identifies the default printer used for remote printing
- **Local Payment** – Identifies a local payment printer for remote printing
- **Deposit Slip** – Identifies the deposit slip printer used for remote printing
- **Receipt** – Identifies the receipt printer used for remote printing
- **Prior Mo Post Ind** – One-character Prior Month Posting Indicator controls posting of transactions to the prior accounting month:
  - **Y** — The user *may* post transactions to the prior accounting month.
  - **N** — The user *may not* post transactions to the prior accounting month.
- **Prior Yr Post Ind** – One- character Prior Year Post Indicator used to determine whether the user can post transactions to the prior year:
  - **Y** — The user *may* post transactions to the prior year
  - **N** — The user *may not* post transactions to the prior year
- **Fund Override** – Enter the Fund Override indicator:
  - **Blank** — No fund override allowed
  - **0** — User may override Agency level fund errors on transactions
  - **1** — User may override Agency and system wide level fund errors
  - **2** — User may override Agency budget, grant, project and appropriation, encumbrance and accrual edits only
- **View Bank Info** – Controls vendor bank information on vendor profiles:
  - **Y** — Vendor bank information is displayed
  - **N** — Vendor bank information is not displayed
- **Status Code** – One-character code defaults to an active status if not entered. May be used to inactivate records no longer in use.
  - **A** — Active
  - **I** — Inactive
- **Eff Start Date** – Eight-digit effective start date (mmddyyyy format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available

- **Eff End Date** – Eight-digit effective end date (mmddyyyy format), which identifies when the record is no longer effective. This field can be left blank
- **Last Proc Date** – Last record update. This is system generated.

## D51 Error Code Profile

The D51 Error Code profile contains system error codes and corresponding error messages that will display on the message line of data entry screens. These codes and messages result from errors detected by the system when attempting to process a transaction. Error codes define the generated action codes that will automatically be recorded in the Document Tracking Table when the error is encountered on R\*STARS created documents. The D51 Error Code profile also defines all error codes not used by document tracking.

*NOTE: ADPICS documents must be error free to interface with R\*STARS, therefore, error codes for ADPICS created documents will never be recorded on the Document Tracking Table in R\*STARS. Accounting errors for the erred ADPICS document may be viewed in ADPICS on the Accounting Information Summary screen.*

### *Navigation:*

- **<CLEAR>** to the System Control Menu
- Press **<F3>** to transfer to the System Management Menu
- Press **<F2>** to transfer to the D51 Error Code Profile

```

SD51 VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  mm/dd/YY 02:28 PM
LINK TO:          ERROR CODE PROFILE                          PROD

ERROR CODE:       FK5      ERROR MESSAGE:  CUM APPN OVEREXP

ERROR SEV IND:    (E=FATAL ELEMENT ERROR, W=NONFATAL ELEMENT ERR,
                  F=FATAL FUND CONTROL,   K=NONFATAL FUND CTL,
                  B=BATCH LEVEL,          J=DEFAULT USED,
                  C=CORRECTION ERROR,     R=REJECT FROM SYSTEM
                  BLANK=OTHER)

ACTION CODE:      701

RESPONSIBILITY CODE:  Z

EFF START DATE: 06081990  EFF END DATE:      STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED              LAST PROC DATE: 12101990

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

## D51 ERROR CODE PROFILE CODING

### Control Key

- **Error Code** - A three or four-character code used to define a type of error detected by the system

### Information Elements

- **Error Message** - Up to a 20-character error message
- **Error Sev Ind** – (*Currently not in use*). One-character indicator.
  - **E** — Fatal Element Error
  - **F** — Fatal Fund Control
  - **B** — Batch Level
  - **C** — Correction Error
  - **W** — Non Fatal Element Error
  - **K** — Non Fatal Fund Control
  - **J** — Default Used
  - **R** — Reject From System
  - **Blank** — Other
- **Action Code** - Three-character action code defined in the D44 Action Code profile that will be automatically recorded in the Document Tracking Table



when the error is encountered.

- **Responsibility Code** - One-character responsibility code (“A” through “Z”)
- **Status Code** - One-character status code; defaults to active status. May be used to inactivate records no longer in use.
  - A — Active
  - I — Inactive
- **Eff Start Date** - An eight-digit effective start date (mmddyyyy format), which identifies when the record becomes effective. If blank, the record is immediately available.
- **Eff End Date** - Eight-digit effective end date (mmddyyyy format), which identifies when the record is no longer effective. May be blank.
- **Last Proc Date** – System-generated field, based on the date of the last record update.

## D53 Titles Profile

R\*STARS provides system-generated methods of updating documents with action codes. Transactions affected by add, change, delete or error corrections through the 510 Recall a Batch for Correction screen may cause a system-generated action code to be placed on the document during IEU, the overnight Input, Edit, Update process.

The D53 Titles profile is used to store miscellaneous system-wide titles not stored in another R\*STARS profile. It consists of various profiles used by R\*STARS processing and subsystems.

D53 table records inquiry requires Table Identification. TABLE ID determines which data table will be accessed for information. KEY contains each code within the specified table. The specific table in the D53 profile for system generated Document Tracking codes is DTAC (Document Tracking Action Code).

The D53 Titles Profile (Table ID: DTAC) defines the generated action code associated with each of the following functions:

| Function | System Generated Action Code            |
|----------|-----------------------------------------|
| ADD      | 100 DOC/TRANS ADDED TO IT FILE          |
| CHG      | 588 DOC/TRANSACTION CHANGED             |
| DEL      | 388 DOC/TRANSACTION DELETED             |
| ERR      | 700 ERROR ON TRANSACTION                |
| FULP     | 600 PAYMENT ISSUED - ALL TRANSACTIONS   |
| PARP     | 599 PARTIAL PAYMENT ISSUED - ERROR FREE |

*Navigation:*

- *<CLEAR> to the System Control Menu*
- *Press <F3> to transfer to the System Management Menu*
- *Press <F3> to transfer to the D53 Titles Profile*
- *Table ID: DTAC*
- *Press <ENTER>*
- *Press <F5-NEXT> to scroll through action code associated with each of the above functions*

|                                                                            |                                             |                          |
|----------------------------------------------------------------------------|---------------------------------------------|--------------------------|
| SD53 VER 2.0                                                               | STATE OF MICHIGAN PRODUCTION REGION (PMAIN) | mm/dd/YY 03:22 PM        |
| LINK TO:                                                                   | TITLES PROFILE                              | PROD                     |
| TABLE ID: DTAC                                                             |                                             |                          |
| KEY: ADD                                                                   |                                             |                          |
| TITLE: 100 DOC/TRANS ADDED TO IT FILE                                      |                                             |                          |
|                                                                            |                                             |                          |
| EFF START DATE: 11051990    EFF END DATE:                                  |                                             | STATUS CODE: A           |
| Z07 NEXT RECORD SUCCESSFULLY READ                                          |                                             | LAST PROC DATE: 03161992 |
| F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT |                                             |                          |

## D53 TITLES PROFILE CODING

## **Control Key**

- **Table ID** - A four-character table identification code. Some of the valid values and the profile IDs that use them are listed below. To get a complete listing of Table ID's, go to RMDS and view DAFQD530.
  - **APTY** — Appropriation Type (20)
  - **DTAC** — Document Tracking Action Code (37)
  - **BCAT** — GL Bond Category (D29)
  - **PCAT** — Program Category (D10)
  - **PPCR** — Payment Processing Cancel Reason Code (44 & 45)
  - **RELA** — Related Appropriation Number (20)
  - **FDGP** — State Fund Group (D22)
  - **TRTY** — Transfer Type (D10)
- **Key** - Maximum of 20 characters. For example, one of the key values for Appropriation Type (APTY) is Key "1" (*Operating*) Appropriation.

## **Information Elements**

- **Title** - Maximum of a 40-character title
- **Status Code** - One-character status code; defaults to active status. May be used to inactivate records no longer in use.
  - **A** – Active
  - **I** – Inactive
- **Eff Start Date** - Eight-digit effective start date (mmddyyyy format), which identifies when the record becomes effective. This field may be blank, which will cause the record to be immediately available.
- **Eff End Date** - Eight-digit effective end date (mmddyyyy format), which identifies when the record is no longer effective. May be left blank.
- **Last Proc Date** – System-generated field, based on the date of the last record update.

## ACTION CODE APPLICATION

### Agenda

#### I. Introduction

#### II. Document Tracking Profiles

#### III. Action Code Application

#### IV. Inquiry and Reporting

#### V. Conclusion

The R\*STARS system provides the ability to record various actions associated with a document. These may be actions that result in the final approval of a document as well as passage of the document to the "next stage" in the document tracking process.

Action Codes may either be applied to specific documents by users as part of the approval process or may be system-generated through on-line and batch programs. System-generated Action Codes are automatically placed on documents resulting from add, change, delete, and error correction processing.

■ **Processing Updates** - Document tracking tables may be automatically updated as a part of normal processing. Action Codes recorded for tracked documents as a result of an automated process (*system-generated*) include:

- When a document is added to R\*STARS, an "**add**" Action Code is added to the Document Tracking Record
- When an ADPICS document tracked by R\*STARS successfully 'Posts', an "ADPICS interface" action code is added to the Document Tracking Record
- When a transaction is deleted, the document is updated with an Action Code that represents a "**delete**" transaction. Any change in the computed count and amount is also reflected.

- When any element is changed on a transaction, the document is updated with an Action Code that represents a "**change**"

| <b>System Generated Action Codes</b> |                                           |
|--------------------------------------|-------------------------------------------|
| <b>100</b>                           | DOCUMENT/TRANSACTION ADDED TO IT FILE     |
| <b>123</b>                           | ADPICS INTERFACE                          |
| <b>388</b>                           | DOCUMENT/TRANSACTION DELETED FROM IT FILE |
| <b>588</b>                           | DOCUMENT/TRANSACTION CHANGED ON IT FILE   |

- **Transaction Error Edits** - Error codes in R\*STARS may have an associated action code defined in the D51 Error Code profile for transactions in error. If a transaction processed in Input Edit Update (IEU) contains errors with defined action codes and is a tracked document on the 37 Document Tracking Inquiry screen, the system automatically attaches that Action Code to the Document Tracking record.

- Tracked ADPICS documents (vouchers and direct vouchers) will never display error action codes in R\*STARS. ADPICS documents must be error free to post and interface to the R\*STARS system

| <b>System Generated Action Codes</b> |                                                   |
|--------------------------------------|---------------------------------------------------|
| <b>700</b>                           | E TYPE (data edit) ERRORS ON DOCUMENT/TRANSACTION |
| <b>701</b>                           | F TYPE (fatal) ERRORS ON DOCUMENT/TRANSACTION     |
| <b>702</b>                           | K TYPE (non-fatal) ERRORS ON DOCUMENT/TRANSACTION |

- **Payment Processing Subsystem Updates** – This subsystem also updates transactions requiring payments. Payment processing Action Codes inform users of batch payment status (partially or fully paid). If all transactions are error free, full payment for the batch will be made. This full batch payment may consist of one vendor with one mail code or many vendors with multiple mail codes. If one or more transactions error out during processing, a partial payment on the error free transactions will be made.

| <b>System Generated Action Codes</b> |                        |
|--------------------------------------|------------------------|
| <b>599</b>                           | PARTIAL PAYMENT ISSUED |
| <b>600</b>                           | FULL PAYMENT ISSUED    |

- **Direct Manual Update** – In Michigan, the direct update to document tracking tables is accomplished through the manual entry of specific document action codes on the (39) Approvals by Document screen. See the next section for detailed explanation.

### 39 Approvals by Document

The 39 Approvals by Document screen provides the ability to view document information within a batch of transactions. With proper security, it provides the ability to manually add or delete an action code(s) to a document. Actions may result in the final approval of a document as well as passage of the document to the “next stage” in the document tracking process. This screen accesses data from the internal transaction file. After transactions are approved and released, they are removed from the internal transaction file and posted to the history file. Examples of action codes applied on the Approvals by Document screen:

- **ACTION CODE: 321 OFM REVIEW** is required on all “JV” OTHER ADJUSTMENT-DMB APPROVAL documents. The '321' Action Code is restricted to Office of Financial Management use.
- **ACTION CODE: '950'** is required on “GN” Interagency Billings and “GT” Transfer Approval documents. This action code is entered at agency level.

Information displayed includes Transaction Code (TC), Index, PCA, Appropriation Number, Appropriated Fund and Year, Comptroller Object, payee information, and transaction error edit codes.

#### *Navigation:*

- *From the Main Menu: Press <F3> to transfer to the Document Tracking Menu*
- *Press <F10> to transfer to the 39 Approvals by Document screen*

|                  |                |                                             |                  |                   |       |
|------------------|----------------|---------------------------------------------|------------------|-------------------|-------|
| S039 VER 2.0     |                | STATE OF MICHIGAN PRODUCTION REGION (PMAIN) |                  | 09/16/YY 10:01 AM |       |
| LINK TO:         |                | APPROVALS BY DOCUMENT                       |                  | PROD              |       |
|                  |                |                                             |                  | NOTE:             |       |
| AGY:             | DOC NO:        | FY:                                         | AGY/ACTION CODE: | ARCH REF NO:      |       |
| ENTERED DOC AMT: |                | COMPUTED DOC AMT:                           |                  |                   |       |
| BATCH-           | AGY:           | DATE:                                       | TYPE:            | NO:               | CT:   |
| S                | SEQ            | SFX                                         | AGY              | TC                | INDEX |
|                  | PCA            | AP                                          | NO               | APFND             | AY    |
|                  | COBJ           | AMOUNT                                      | R                | ERRS              |       |
|                  | VENDOR NO / MC | VENDOR NAME                                 | TRAN             |                   |       |
|                  | DOC DT         | SERV DT                                     |                  |                   |       |

F1-HELP F2-DOC TRK F3-DELETE F4-RECALL BATCH F5-NXT REC F6-DETAILS F7-PRIOR PG  
 F8-NEXT PAGE F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

## 39 APPROVALS BY DOCUMENT CODING

## **Data Elements**

- **AGY** – Enter a three-character document agency code. (Required)
- **DOC NO** – Enter an eight-character document number. The first two characters of the document number (document type) must exist in the 33 Document Control Profile. (Required)
- **FY** - Enter a two-digit document fiscal year or leave blank. (Optional)
- **AGY/ACTION CODE** - A user may enter a valid three-digit/character agency code and a valid three-digit/character action code from the D44 Action Code profile. Agency must be “000” or in the D02 Agency profile. The Agency/Action Code entered must fall within the range of action codes allowed for the User Class/User ID attempting to update the document.
- **ARCH REF NO** - *(Not used in Michigan)*. Generated eight-character archive reference number (ARN) assigned when the document is transmitted and recorded in the Document Transmittal Table by ARN and document ID.
- **ENTERED DOC AMT** - System generated value based on the document amount entered on the transaction
- **COMPUTED DOC AMT** - The system-computed document amount
- **BATCH - AGY, DATE, TYPE, NO** - System generated batch ID associated with the document
- **CT** - System generated display of the count of transactions for this document
- **S** - Identifies the Select Column. The user may type “S” in the Select Column and press <F2> to transfer to the 37 Document Tracking Inquiry screen, <F4> to transfer to the 510 Recall A Batch For Correction screen, or <F6> to transfer to the 520 View a Batch screen.

## **Informational Elements**

- **SEQ** - Sequence identifies the system generated batch transaction number
- **SFX** - System generated three-digit document suffix for the transaction
- **AGY** - System generated agency entered on the transaction
- **TC** - System generated transaction code entered on the transaction

- **INDEX** - System generated Index entered on the transaction
- **PCA** - System generated PCA entered on the transaction
- **AP NO** - System generated Appropriation Number from the transaction
- **AP FND** - System generated Appropriated Fund entered on the transaction
- **AY** - System generated Appropriation Year entered on the transaction
- **COBJ** - System generated Comptroller Object entered on the transaction
- **AMOUNT** - System generated amount entered on the transaction
- **R** - System generated reverse code entered on the transaction
- **ERRS TRAN** - System generated Error On Transaction Field indicates if a transaction contains errors (Y), found errors (U), contains no errors (-)
- **DOC DT** - System generated document date entered on the transaction
- **SERV DT** - System generated service date entered on the transaction
- **VENDOR NO/MC** - System generated Vendor Number/Mail Code
- **VENDOR NAME** - System generated transaction vendor name



## USER CLASS: Action Code

**User Class 90:** CHIEF ACCOUNTANT IN CHARGE OF ACCOUNTING FUNCTION. Used at agency level on ADPICS documents.

| Action Code | Title - Action Code                                                                       |
|-------------|-------------------------------------------------------------------------------------------|
| DEL         | DELINQUENT A/R-SUBJECT TO OFFSET                                                          |
| JVA         | CHF ACCT REV JRNAL ENTR REQ CTR APPRVL                                                    |
| XXX         | UNMARKED DEL (used to remove a DEL action code that was erroneously placed on a document) |

- DEL action code is used at agency level to make the ADPICS document delinquent and have the system attempt to make the collection. Vendor number is required on a receivable document.
- JVA action code is used to approve a document. JVA action is required to be applied by the agency Chief Accountant before Office of Financial Management action 321 will be applied.
- XXX action code is used at agency level to tell the system to *not* attempt to make collection on an account receivable document that was marked as delinquent with a DEL action code

## USER CLASS: Action Code Required by Document Type

**User Class 94:** INTER-AGENCY TRANSACTIONS-APPROVAL

| Title – Doc Type                                | (33)<br>Document<br>Type | (D44)<br>Action<br>Code | Title - Action Code                        |
|-------------------------------------------------|--------------------------|-------------------------|--------------------------------------------|
| YE INTERAGENCY<br>BILLINGS-NNIAW<br>REPLACEMENT | GN                       | 950                     | OPERATING TRANSFER<br>BETWEEN AGY-APPROVED |
| TRANSFER-OTHER<br>AGY APPROVAL                  | GT                       | 950                     | OPERATING TRANSFER<br>BETWEEN AGY-APPROVED |

**User Class 61: DMB AGENCY LIAISONS**

| <b>Title – Doc Type</b>                         | <b>(33)<br/>Document<br/>Type</b> | <b>(D44)<br/>Action<br/>Code</b> | <b>Title - Action Code</b>                  |
|-------------------------------------------------|-----------------------------------|----------------------------------|---------------------------------------------|
| ACCOUNTS<br>RECEIVABLE<br>WRITE-OFF             | AF                                | 321                              | OFM REVIEW                                  |
| DEFERRED<br>REVENUE<br>AUTHORITY                | BJ                                | 321                              | OFM REVIEW                                  |
| CORRECTION FOR<br>UNENCUMBERED<br>A/P (BT41)    | CR                                | 321                              | OFM REVIEW                                  |
| YE INTERAGENCY<br>BILLINGS-NNIAW<br>REPLACEMEN  | GN                                | 950                              | OPERATING TRANSFER<br>BETWEEN AGY -APPROVED |
| TRANSFER-OTHER<br>AGY APPROVAL                  | GT                                | 950                              | OPERATING TRANSFER<br>BETWEEN AGY -APPROVED |
| See (33) Document<br>Control Profile            | JA – JW                           | 321                              | OFM REVIEW                                  |
| TEMP. CAPITAL<br>OUTLAY-RECLASS-<br>DMB APPROVA | JX                                | 310                              | OFM REVIEW OF OTHER<br>ADJUSTMENTS          |
| YEAR END CASH<br>SHORT<br>REC/PAYABLE           | JZ                                | 321                              | OFM REVIEW                                  |
| INVESTMENT<br>YEAR END                          | MY                                | 321                              | OFM REVIEW                                  |

**NOTE:** Action Code “950” may be placed on a document by either the OFM liaison or at the agency by a user with User Class 94: INTER-AGENCY TRANSACTIONS-APPROVAL.

## INQUIRY AND REPORTING

### Agenda

- I. Introduction
- II. Document Tracking Profiles
- III. Action Code Application
- IV. Inquiry and Reporting
- V. Conclusion

### Document Identification

Document Agency is an enterable field appearing on all financial entry screens. It identifies the agency responsible for processing the document. If not entered, Batch Agency will default to the Document Agency field. The Document Agency, Document Number and Fiscal Year are used to uniquely identify a document.

The D59 Current Document Number Increment must be set up for relevant Batch Agency document types in order to generate a Batch Agency document number.

***NOTE:** Most agencies set D59 document numbering at Agency only and not for their alpha/numeric batch agencies. Generally, document numbers will be generated with Agency rather than Batch agency document numbering.*

### Tracking Indicator

In most cases, Document Types with a Tracking Indicator equal to 'Y' on the 33 Document Control Profile will track to the 37 Document Tracking Inquiry screen.

Exceptions, where the 33 Document Control Profile Tracking Indicator is equal to 'Y' yet the document does not track to the 37 Document Tracking Inquiry screen, are the interfacing ADPICS documents of "R" (Requisition), "P" (Purchase Order), and "N" (Direct Purchase Order).

## 37 DOCUMENT TRACKING

The 37 Document Tracking Inquiry screen retrieves tracked actions associated with an agency, document, and fiscal year. This screen provides an inquiry into the history of all actions posted for a document in chronological order (oldest to most recent). Actions may include initial addition of transactions, approvals and changes to transactions, and deletion of transactions. Date, Time, Agency, Action Code, and User Identification posts for each action recorded for a particular document.

*Navigation from the Document Inquiry Menu:*

- Press <F7> to transfer to the 37 Document Tracking Inquiry screen

|                                             |          |                                             |         |                   |                       |
|---------------------------------------------|----------|---------------------------------------------|---------|-------------------|-----------------------|
| S037 VER 2.0                                |          | STATE OF MICHIGAN PRODUCTION REGION (PMAIN) |         | mm/dd/yy 03:48 PM |                       |
| LINK TO:                                    |          | DOCUMENT TRACKING INQUIRY                   |         | NOTE: N PROD      |                       |
| AGY: 039                                    |          | DOC NO: GA056763                            |         | FY: YY STATUS: Y  |                       |
| TAPE NO:                                    |          | DOC AMT: 618,632.74                         |         | ARCHIVE REF NO:   |                       |
| BATCH - AGY: 03A                            |          | DATE: 0429yy                                |         | TYPE: G NO: 573   |                       |
| RQ ACT:                                     |          |                                             |         |                   |                       |
| COMPUTED COUNT: 00002                       |          | COMPUTED AMOUNT: 618,632.74                 |         | CNTL AGY:         |                       |
| ***** ACTION HISTORY *****                  |          |                                             |         |                   |                       |
| DATE                                        | TIME     | AGY CODE                                    | USER ID | DATE              | TIME AGY CODE USER ID |
| 04/29/yy                                    | 19:17:44 | 000                                         | 700     | NNNSYSTEM         |                       |
| 04/29/yy                                    | 19:17:44 | 000                                         | 701     | NNNSYSTEM         |                       |
| Z26 RECORD NOT FOUND - NEXT RECORD RECALLED |          |                                             |         |                   |                       |
| * NO MORE ACTIONS *                         |          |                                             |         |                   |                       |
| F1-HELP                                     |          | F2-DOC APPROVALS                            |         | F4-RECALL BATCH   |                       |
| F9-INTERRUPT                                |          | F12-HEADERS                                 |         | ENTER-INQUIRE     |                       |
|                                             |          |                                             |         | F6-DETAILS        |                       |
|                                             |          |                                             |         | F8-NEXT PAGE      |                       |
|                                             |          |                                             |         | CLEAR-EXIT        |                       |

## 37 DOCUMENT TRACKING INQUIRY CODING

### Control Key

- AGY - Identifies a three-character Document Agency code (Required)
- DOC NO - Identifies an eight-character Document Number (Required)
- FY - (Optional) two-digit Fiscal Year. Current fiscal year default.

## **Information Elements** (The remaining fields on this screen are protected)

- **STATUS** - Identifies document final approved status
  - Y - Final Approval (Released)
  - N - Not final approved (Not released)
- **NOTE** - By typing 'NOTE' in the 'LINK TO' field and pressing <F9>, the electronic notepad may be accessed to view an attached note or to attach one to a document. The NOTE indicator identifies whether:
  - Y - yes, a note is tied to the document, or
  - N - no, a note is not tied to the document
- **TAPE NO** - (*Not used in Michigan*)
- **DOC AMT** - Displays the entered document amount
- **ARCHIVE REF NO** - (*Not used in Michigan*)
- **BATCH AGY, DATE, TYPE, NO** - the combination of Batch Agency, Batch Date, Batch Type, and Batch Number provide Batch ID
- **RQ ACT** - Displays Action Code(s) from the 33 Document Control Profile that is required for this document to go to the history file
- **COMPUTED COUNT** - Systematic count of documents in the batch
- **COMPUTED AMOUNT** - Displays system calculated batch amount
- **CNTL AGY** - Identifies the Control Agency responsible for the document
- **DATE, TIME, AGY CODE, USER ID** - Displays the Date, Time, Agency Action Code, and User ID associated with each Action the document has received. All tracked actions are displayed along with a System ID or the User ID of the user who performed the action

## **Function Keys**

- **F2-DOC APPROVALS** – Transfers to the 39 Approvals by Document screen where a user with proper security may apply an Action Code to a document
- **F4-RECALL BATCH** – Transfers to the 510 Recall A Batch For Correction screen where a user with proper security may make changes to the

accounting transactions of a particular batch or to change the Batch Header

- **F6-DETAILS** – Transfers to the 520 View A Batch to view document details
- **F12-HEADERS** – Transfers to the 530 View Batch Headers screen to view Batch Headers currently in the IT (Internal Transaction) File for the security batch agency. A batch may be selected from the 530 for review.

## Document Tracking Screen Examples

### Locating Erred Transactions:

- **LINK TO: 530** and Select the erred batch (from the 37 screen you may press <F12-HEADERS> to transfer to the 530 screen). *Batches with erred transactions will display a value of “3” in the MODE column.*

|                                                |        |                                            |     |                  |     |                   |          |               |                |            |                |
|------------------------------------------------|--------|--------------------------------------------|-----|------------------|-----|-------------------|----------|---------------|----------------|------------|----------------|
| S530 VER 2.0                                   |        | STATE OF MICHIGAN EDUCATION REGION (EMAIN) |     |                  |     | mm/dd/yy 10:47 AM |          |               |                |            |                |
| LINK TO:                                       |        | VIEW BATCH HEADERS                         |     |                  |     | PROD              |          |               |                |            |                |
|                                                |        |                                            |     |                  |     |                   |          |               |                |            |                |
| BATCH AGENCY: 123                              |        |                                            |     |                  |     |                   |          |               |                |            |                |
| ...BATCH ID...                                 |        |                                            |     |                  |     |                   |          |               |                |            |                |
| S                                              | DATE   | TYP                                        | NO  | STA              | BAL | MODE              | EFF DATE | ENTERED COUNT | ENTERED AMOUNT | COMP COUNT | COMP AMOUNT    |
| S                                              | 120202 | 4                                          | 900 | H                | Y   | 3                 | 120202   | 00959         | 00000068515.45 | 00959      | 00000068515.45 |
|                                                | 121002 | 2                                          | 952 | P                | Y   | 2                 | 100101   | 00001         | 00000000300.00 | 00001      | 00000000300.00 |
|                                                | 121002 | 2                                          | 953 | A                | Y   | 2                 | 092101   | 00001         | 00000100000.00 | 00001      | 00000100000.00 |
|                                                | 121002 | 2                                          | 960 | P                | Y   | 2                 | 092101   | 00001         | 00001500000.00 | 00001      | 00001500000.00 |
|                                                | 121002 | 5                                          | 955 | P                | Y   | 2                 | 092101   | 00001         | 00000000090.00 | 00001      | 00000000090.00 |
|                                                |        |                                            |     |                  |     |                   |          |               |                |            |                |
| PRESS NEXT PAGE KEY TO VIEW ADDITIONAL RECORDS |        |                                            |     |                  |     |                   |          |               |                |            |                |
| F1-HELP                                        |        | F5-NEXT PAGE                               |     | F6-BALANCING     |     | F7-DETAILS        |          | F8-DOC TRACK  |                |            |                |
| F9-INTERRUPT                                   |        | F11-CORRECT BATCH                          |     | ENTER-FIRST PAGE |     | CLEAR-EXIT        |          |               |                |            |                |

- Press <**F7-DETAILS**> to transfer to the 520 View A Batch and type “S” in the Selection column for the first transaction in the batch

|                                                                        |   |                                             |          |         |     |                                 |     |                   |       |       |    |      |        |   |
|------------------------------------------------------------------------|---|---------------------------------------------|----------|---------|-----|---------------------------------|-----|-------------------|-------|-------|----|------|--------|---|
| S520 VER 2.0                                                           |   | STATE OF MICHIGAN PRODUCTION REGION (PMAIN) |          |         |     |                                 |     | 01/31/03 11:22 AM |       |       |    |      |        |   |
| LINK TO:                                                               |   | VIEW A BATCH                                |          |         |     |                                 |     | PROD              |       |       |    |      |        |   |
| BATCH ID: AGENCY 123 DATE 120202 TYPE 4 NO 900 SEQUENCE 00001          |   |                                             |          |         |     |                                 |     |                   |       |       |    |      |        |   |
| MODE 3                                                                 |   | EFF DATE 120202                             |          |         |     | STATUS H                        |     | PRINTER ID:       |       |       |    |      |        |   |
| S                                                                      | P | SEQ                                         | CUR      | DOC/SFX | REF | DOC/SFX                         | AGY | TC                | INDEX | PCA   | AY | COBJ | AMOUNT | R |
| S                                                                      |   | 00001                                       | VZFV05YD | 001     |     |                                 | 123 | 271               | 91530 | 14077 | 02 | 6115 | 15.00  |   |
|                                                                        |   | 00002                                       | VZFV05YD | 002     |     |                                 | 123 | 271               | 91530 | 14077 | 02 | 6115 | 15.00  |   |
|                                                                        |   | 00003                                       | VZFV05YD | 003     |     |                                 | 123 | 271               | 91530 | 14076 | 02 | 6115 | 15.00  |   |
|                                                                        |   | 00004                                       | VZFV05YD | 004     |     |                                 | 123 | 271               | 91530 | 14077 | 02 | 6115 | 15.00  |   |
|                                                                        |   | 00005                                       | VZFV05YD | 005     |     |                                 | 123 | 271               | 91530 | 14079 | 02 | 6115 | 15.00  |   |
|                                                                        |   | 00006                                       | VZFV05YD | 006     |     |                                 | 123 | 271               | 91530 | 14079 | 02 | 6115 | 15.00  |   |
|                                                                        |   | 00007                                       | VZFV05YD | 007     |     |                                 | 123 | 271               | 91530 | 14076 | 02 | 6115 | 15.00  |   |
|                                                                        |   | 00008                                       | VZFV05YD | 008     |     |                                 | 123 | 282               | 91530 | 14079 | 02 | 6115 | 15.00  |   |
|                                                                        |   | 00009                                       | VZFV05YD | 009     |     |                                 | 123 | 282               | 71140 | 14077 | 02 | 6115 | 15.00  |   |
|                                                                        |   | 00010                                       | VZFV05YD | 010     |     |                                 | 123 | 282               | 91530 | 14079 | 02 | 6115 | 15.00  |   |
|                                                                        |   | 00011                                       | VZFV05YD | 011     |     |                                 | 123 | 282               | 91530 | 14077 | 02 | 6115 | 15.00  |   |
| ENTERED COUNT: 00959                                                   |   |                                             |          |         |     | ENTERED AMOUNT: 00000068515.45  |     |                   |       |       |    |      |        |   |
| COMPUTED COUNT: 00959                                                  |   |                                             |          |         |     | COMPUTED AMOUNT: 00000068515.45 |     |                   |       |       |    |      |        |   |
| TO VIEW ADDITIONAL DETAIL RECORDS, PRESS F5                            |   |                                             |          |         |     |                                 |     |                   |       |       |    |      |        |   |
| F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F8-DOC TRACK      |   |                                             |          |         |     |                                 |     |                   |       |       |    |      |        |   |
| F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT |   |                                             |          |         |     |                                 |     |                   |       |       |    |      |        |   |

- Press <**F2-SELECT**> to transfer to the detail transaction screen
- Press <**F5-NEXT**> to scroll through the batch transactions. *Watch the message line at the bottom of the screen for error messages.*

```

S505 VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  mm/dd/yy 12:27 PM
LINK TO:          PRE-ENC/ENC/EXPEND TRANSACTION ENTRY      NOTE: N      PROD
BATCH: AGENCY 123 DATE 120202 TYPE 4 NO 900 SEQ NO 00233 MODE MASTER EDIT ONLY
DOC DATE: 120202   EFF DATE: 120202   DUE DATE: 120202   SERV DATE: 120302
CUR DOC/SFX: VZFV05YD 239  REF DOC/SFX:                   MOD:      AGENCY: 12A
TRANS CODE: 282
INDEX: 91530
PCA: 14076
AY: 02
COMP/AGY OBJ: 6115 6117
AMOUNT: 00000000015.00 RVS:      DISC: 000000000000.00 1099:      FO:      PDT: R
DOC COUNT: 00030 DOC AMT: 0000068515.45 DOC AGY: 761 CI:      PROP #:
INV NO:           DT:           DESC:
VEND/MC: 2382156872 015 NM:
CONT NO:          ADD1:
WARR NO:          ADD2:
APPN NO: 00490    ADD3:
FUND: 0001 BNK ID: 000 ADD4:
GL AC/AGY:        CITY:        ST:      ZIP:
GRANT NO/PH:      SUBGRANTEE:  PROJ NO/PH:
MPCD:            AGY CD-1:      2: 7101 3: 000033 DI:      RTI:
JA2 DEFLT COBJ USED E9D VEN DATE EXPD E83 VEN NAME REQD E88 VEN ADDR BLANK

F1-HELP  F5-NEXT  F7-DETAILS  F12-HEADERS  CLEAR-EXIT

```



**Example #1:** The 37 Document Tracking Inquiry screen display below shows how an ADPICS Direct Voucher processes.

```

S037 VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  mm/dd/yy 03:40 PM
LINK TO:          DOCUMENT TRACKING INQUIRY          NOTE: N      PROD
      AGY: 123          DOC NO: W3021595          FY: 03      STATUS: Y
      TAPE NO:          DOC AMT:          56,245.73  ARCHIVE REF NO:
BATCH - AGY: 123          DATE: 112602          TYPE: A          NO: P43
RQ ACT:

COMPUTED COUNT: 00001  COMPUTED AMOUNT:          56,245.73          CNTL AGY:
* * * * * ACTION HISTORY * * * * *
      DATE      TIME      AGY CODE USER ID          DATE      TIME      AGY CODE USER ID
11/26/02 15:57:06 000 100 #123KAH
11/26/02 15:57:06 000 123 #123KAH
11/26/02 19:31:05 000 600 SYSTPAYM

Z06 RECORD SUCCESSFULLY RECALLED
* NO MORE ACTIONS *
F1-HELP  F2-DOC APPROVALS  F4-RECALL BATCH  F6-DETAILS  F8-NEXT PAGE
F9-INTERRUPT  F12-HEADERS  ENTER-INQUIRE  CLEAR-EXIT

```

ADPICS documents will never display errors on the 37 Document Tracking Inquiry screen. System edits will be performed at the time interface is attempted and the document will either post successfully and interface with the R\*STARS system or will error out and not cross over to R\*STARS.

### \*\*\* ACTION HISTORY \*\*\*

#### Example #1

|                                                                                                                                                                                                                                          | CODE       | USER ID         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------|
| D44 action code 100: DOCUMENT/TRANSACTION ADDED TO IT FILE. (An ADPICS user, with security access, final approved the document. The successful posting of the ADPICS document added the document to the IT (Internal Transaction) file.) | <b>100</b> | <b>#123KAH</b>  |
| The D44 action code 123: ADPICS INTERFACE. (This action code occurs simultaneously with action code 100.)                                                                                                                                | <b>123</b> | <b>#123KAH</b>  |
| D44 action code 600: FULL PAYMENT ISSUED. (This action code indicates the system has issued payment in full.)                                                                                                                            | <b>600</b> | <b>SYSTPAYM</b> |

**Example #2:** The 37 Document Tracking Inquiry screen below displays the processing of an R\*STARS journal voucher that requires OFM (Office of Financial Management) liaison approval action.

- **REQ ACT: 01 321** indicates this document requires action code 321 to be applied to complete processing

|                                    |                                             |                         |
|------------------------------------|---------------------------------------------|-------------------------|
| S037 VER 2.0                       | STATE OF MICHIGAN PRODUCTION REGION (PMAIN) | 01/31/03 04:31 PM       |
| LINK TO:                           | DOCUMENT TRACKING INQUIRY                   | NOTE: N PROD            |
| AGY: 123                           | DOC NO: JV032407                            | FY: 03 STATUS: Y        |
| TAPE NO:                           | DOC AMT: 17,079.96                          | ARCHIVE REF NO:         |
| BATCH - AGY: 123                   | DATE: 013103                                | TYPE: 5 NO: 277         |
| <b>RQ ACT: 01 321</b>              |                                             |                         |
| COMPUTED COUNT: 00007              | COMPUTED AMOUNT: 17,079.96                  | CNTL AGY:               |
| * * * * * ACTION HISTORY * * * * * |                                             |                         |
| DATE                               | TIME                                        | AGY CODE USER ID        |
| 01/31/03 12:39:04                  |                                             | 100 #123KAH             |
| 01/31/03 13:32:36                  | 123                                         | JVA #123JAB             |
| 01/31/03 16:19:37                  | 000 321                                     | #071MJQ                 |
| Z06 RECORD SUCCESSFULLY RECALLED   |                                             |                         |
| * NO MORE ACTIONS *                |                                             |                         |
| F1-HELP                            | F2-DOC APPROVALS                            | F4-RECALL BATCH         |
| F9-INTERRUPT                       | F12-HEADERS                                 | ENTER-INQUIRE           |
|                                    |                                             | F6-DETAILS F8-NEXT PAGE |
|                                    |                                             | CLEAR-EXIT              |

### \*\*\* ACTION HISTORY \*\*\*

#### Example #2

|                                                                                                                                                                                                                                          | CODE       | USER ID        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------|
| D44 action code 100: DOCUMENT/TRANSACTION ADDED TO IT FILE. (An ADPICS user, with security access, final approved the document. The successful posting of the ADPICS document added the document to the IT (Internal Transaction) file.) | <b>100</b> | <b>#123KAH</b> |
| The D44 action code JVA: CHF ACCT REV JRNAL ENTR REQ CTR APPRVL. (Chief Accountant Review of Journal Entry Requiring Central Approval is applied at agency level prior to approval by OFM.)                                              | <b>JVA</b> | <b>#123JAB</b> |
| D44 action code 321: OFM REVIEW. (This action code on a document tracking record indicates the required liaison approval has been applied to complete processing.)                                                                       | <b>321</b> | <b>#071MJQ</b> |

**Example #3:** The 37 Document Tracking information contained in the following example consists of system generated D44 actions, D44 action codes initiated by user intervention, and D53 payment processing cancellation reasons initiated by user intervention (Table ID: PPCR)

|                                  |                                             |                   |
|----------------------------------|---------------------------------------------|-------------------|
| S037 VER 2.0                     | STATE OF MICHIGAN PRODUCTION REGION (PMAIN) | mm/dd/yy 02:47 PM |
| LINK TO:                         | DOCUMENT TRACKING INQUIRY                   | NOTE: N PROD      |
| AGY: 123                         | DOC NO: VZFV05YD                            | FY: 03 STATUS: Y  |
| TAPE NO:                         | DOC AMT: 68,515.45                          | ARCHIVE REF NO:   |
| BATCH - AGY: 12A                 | DATE: 112702                                | TYPE: 4 NO: 900   |
| RQ ACT:                          |                                             |                   |
| COMPUTED COUNT: 00959            | COMPUTED AMOUNT: 68,515.45                  | CNTL AGY:         |
| ***** ACTION HISTORY *****       |                                             |                   |
| DATE                             | TIME                                        | AGY CODE USER ID  |
| 12/02/02                         | 21:12:09                                    | 000 700 NNNSYSTEM |
| 12/02/02                         | 21:12:09                                    | 000 700 NNNSYSTEM |
| 12/02/02                         | 21:12:09                                    | 000 700 NNNSYSTEM |
| 12/02/02                         | 21:12:09                                    | 000 700 NNNSYSTEM |
| 12/02/02                         | 21:41:54                                    | 000 599 SYSTPAYM  |
| 12/09/02                         | 10:15:51                                    | 000 588 #431ABC   |
| 12/09/02                         | 10:15:54                                    | 000 588 #431ABC   |
| 12/09/02                         | 20:22:23                                    | 000 600 SYSTPAYM  |
| 01/07/03                         | 18:36:49                                    | 000 234 SYSTPAYM  |
| 01/15/03                         | 18:32:55                                    | 000 201 SYSTPAYM  |
| Z06 RECORD SUCCESSFULLY RECALLED |                                             |                   |
| * NO MORE ACTIONS *              |                                             |                   |
| F1-HELP                          | F2-DOC APPROVALS                            | F4-RECALL BATCH   |
| F9-INTERRUPT                     | F12-HEADERS                                 | ENTER-INQUIRE     |
|                                  |                                             | F6-DETAILS        |
|                                  |                                             | F8-NEXT PAGE      |
|                                  |                                             | CLEAR-EXIT        |

What this screen tells us about the recalled document:

- This document is a voucher payable interface - **DOC NO: VZFV05YD**
  - Document Type “VZ” (first two characters) is defined on the 33 Document Control profile as VOUCHERS PAYABLE-INTERFACE
- DOCUMENT AMOUNT of 68,515.45 was entered on the transaction entry screen by the user - **DOC AMT: 68,515.45**
- The total amount of transactions in the batch computed by the system is 68,515.45 - **COMPUTED AMOUNT: 68,515.45**
- **TYPE: 4** indicates this is an expenditure batch
- There are 959 transactions in this batch: **COMPUTED COUNT: 00959**
  - May consist of 959 different vendors, 959 account coding blocks (suffixes), or a combination of coding blocks and vendors

**\*\*\* ACTION HISTORY \*\*\***

**Example #3**

|                                                                                                                                                                                                                                                                                    | <b>CODE</b> | <b>USER ID</b>   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------|
| D44 action code 700: E TYPE (data edit) ERRORS ON DOCUMENT/TRANSACTION. (In this example, on 12/02/02, the system detected 4 errors in the batch.)                                                                                                                                 | <b>700</b>  | <b>NNNSYSTEM</b> |
| D44 action code 599: PARTIAL PAYMENT ISSUED. (The system issued a partial payment on 12/02/02 for the transactions that did not contain errors.)                                                                                                                                   | <b>599</b>  | <b>SYSTPAYM</b>  |
| D44 action code 588: DOCUMENT/TRANSACTION CHANGED ON IT FILE. (To correct erred transactions, 2 Saves were performed at the agency on 12/09/02.)                                                                                                                                   | <b>588</b>  | <b>#431ABC</b>   |
| D44 action code 600: FULL PAYMENT ISSUED. (Once the erred transactions had been corrected and released, on 12/09/02, the system issued full payment on the batch. This indicates that corrections made with the 2 saves (Action Code 588) corrected all 4 system detected errors). | <b>600</b>  | <b>SYSTPAYM</b>  |
| D53 PPCR reason code 234: CANCEL UNDELIVERABLE. (After Payment was issued, a payment cancellation on one of the warrants was issued by the system on 01/07/03. The addition of this reason code resulted from user intervention indicating the payment was undeliverable).         | <b>234</b>  | <b>SYSTPAYM</b>  |
| D53 – PPCR reason code 201: CANCEL INCORRECT VENDOR. (After the payment was issued, a payment cancellation on one of the warrants was made by the system on 01/15/03. This resulted from user intervention indicating that payment had been made to the wrong vendor.)             | <b>201</b>  | <b>SYSTPAYM</b>  |

NOTE: Codes in the 200 range and listed on this screen, are D53 PPCR (Payment Processing Reason Codes). These codes define the reason for a payment cancellation and require user intervention before they will be generated by the system.

Although the 37 Document Tracking Inquiry screen indicates the system detected four errors (Action Code 700 four times), this screen does not tell the user which (or how many) of the 959 transactions in the batch erred. For the user to obtain that type of detail, the user may inquire in R\*STARS or refer to a report.

Inquiry into the R\*STARS screens for erred transaction detail is an efficient method for small batches. The specific batch can be selected from the 530 View Batch Headers screen (the erred batch will be in MODE “3”). Larger batches are more efficiently handled through the use of a report.

## **RMDS REPORTS**

Reports generated from the State’s application systems (R\*STARS and ADPICS), are available through the Report Management and Distribution System (RMDS). RMDS is an interactive system that enables the State to store, protect, view, print and distribute reports.

RMDS allows viewing reports on-line and/or printing of whole reports or sections of reports. Since RMDS may be viewed on-line, the need to print the report may be eliminated in many cases and can contribute to significant cost savings.

RMDS generates various exception reports that are useful in locating Document Tracking information and document status. The DAFR2151 R\*STARS Error Report lists transactions entered in batch edit mode ‘0’ or ‘1’, which erred in the nightly batch cycle.

In the prior Example #3, the 37 Document Tracking Inquiry screen displayed a 700 Action Code four times, indicating the system detected 4 errors. DAFR2151 report detail lists the transactions that have erred. In this example, there were six erred transactions, each having 4 errors.

- Users may inquire on these error codes by typing the code into the KEYWORD field on the 90 NEWS/HELP TABLE in R\*STARS and pressing <ENTER>.

| . REPORT NAME . . . : DAFR2151 CONTROL REPORT |                      |                   |      |                   |           |        |              |            |     |             |     |      |                      |
|-----------------------------------------------|----------------------|-------------------|------|-------------------|-----------|--------|--------------|------------|-----|-------------|-----|------|----------------------|
| -----TRANS ID                                 |                      |                   |      |                   |           |        |              |            |     | CUR DOC/SFX |     | CODE | DESCRIPTION          |
| 12A                                           | 12/02/02 4 900 00239 | INT12321          | INTR | 12/02/02 03       | R         | 282    | 123          | 91530      |     | 15.00       |     | JA2  | A DEFAULT COBJ USED  |
|                                               |                      | 14100             | 1400 | 14077             | 6115 6117 | 141000 | 03           | 090530     | 03  |             |     | E9D  | VENDOR DATE EXPIRED  |
|                                               |                      | 0522              |      |                   |           |        |              | 2382156872 | 015 |             |     | E83  | VEN NAME REQUIRED    |
|                                               |                      |                   |      |                   |           |        |              | 1          |     |             |     | E88  | VENDOR ADDRESS BLANK |
|                                               |                      | FVBFXK33600013    |      | 12/02/02 12/02/02 |           | 431    | VZFV05YD 239 | FVBFXK     | 000 |             |     |      |                      |
|                                               |                      | 12/02/02 12/03/02 |      |                   | M3        |        |              |            |     |             |     |      |                      |
|                                               |                      |                   |      |                   |           |        |              | 0.000      |     | .00         | 000 |      |                      |
| 12A                                           | 12/02/02 4 900 00240 | INT12321          | INTR | 12/02/02 03       | R         | 282    | 123          | 91530      |     | 15.00       |     | JA2  | A DEFAULT COBJ USED  |
|                                               |                      | 14100             | 1400 | 14079             | 6115 6117 | 141000 | 03           | 090530     | 03  |             |     | E9D  | VENDOR DATE EXPIRED  |
|                                               |                      | 0522              |      |                   |           |        |              | 2382156872 | 015 |             |     | E83  | VEN NAME REQUIRED    |
|                                               |                      |                   |      |                   |           |        |              | 1          |     |             |     | E88  | VENDOR ADDRESS BLANK |
|                                               |                      | FVBFXK33600013    |      | 12/02/02 12/02/02 |           | 431    | VZFV05YD 240 | FVBFXK     | 000 |             |     |      |                      |
|                                               |                      | 12/02/02 12/03/02 |      |                   | M3        |        |              |            |     |             |     |      |                      |
|                                               |                      |                   |      |                   |           |        |              | 0.000      |     | .00         | 000 |      |                      |
| 12A                                           | 12/02/02 4 900 00241 | INT12321          | INTR | 12/02/02 03       | R         | 282    | 123          | 91530      |     | 15.00       |     | JA2  | A DEFAULT COBJ USED  |
|                                               |                      | 14100             | 1400 | 14078             | 6115 6117 | 141000 | 03           | 090530     | 03  |             |     | E9D  | VENDOR DATE EXPIRED  |
|                                               |                      | 0522              |      |                   |           |        |              | 2382156872 | 015 |             |     | E83  | VEN NAME REQUIRED    |
|                                               |                      |                   |      |                   |           |        |              | 1          |     |             |     | E88  | VENDOR ADDRESS BLANK |
|                                               |                      | FVBFXK33600013    |      | 12/02/02 12/02/02 |           | 431    | VZFV05YD 241 | FVBFXK     | 000 |             |     |      |                      |
|                                               |                      | 12/02/02 12/03/02 |      |                   | M3        |        |              |            |     |             |     |      |                      |
|                                               |                      |                   |      |                   |           |        |              | 0.000      |     | .00         | 000 |      |                      |
| 12A                                           | 12/02/02 4 900 00242 | INT12321          | INTR | 12/02/02 03       | R         | 282    | 123          | 91530      |     | 15.00       |     | JA2  | A DEFAULT COBJ USED  |
|                                               |                      | 14100             | 1400 | 14079             | 6115 6117 | 141000 | 03           | 090530     | 03  |             |     | E9D  | VENDOR DATE EXPIRED  |
|                                               |                      | 0522              |      |                   |           |        |              | 2382156872 | 015 |             |     | E83  | VEN NAME REQUIRED    |
|                                               |                      |                   |      |                   |           |        |              | 1          |     |             |     | E88  | VENDOR ADDRESS BLANK |
|                                               |                      | FVBFXK33600013    |      | 12/02/02 12/02/02 |           | 431    | VZFV05YD 242 | FVBFXK     | 000 |             |     |      |                      |
|                                               |                      | 12/02/02 12/03/02 |      |                   | M3        |        |              |            |     |             |     |      |                      |
|                                               |                      |                   |      |                   |           |        |              | 0.000      |     | .00         | 000 |      |                      |
| 12A                                           | 12/02/02 4 900 00243 | INT12321          | INTR | 12/02/02 03       | R         | 282    | 123          | 91530      |     | 15.00       |     | JA2  | A DEFAULT COBJ USED  |
|                                               |                      | 14100             | 1400 | 14079             | 6115 6117 | 141000 | 03           | 090530     | 03  |             |     | E9D  | VENDOR DATE EXPIRED  |
|                                               |                      | 0522              |      |                   |           |        |              | 2382156872 | 015 |             |     | E83  | VEN NAME REQUIRED    |
|                                               |                      |                   |      |                   |           |        |              | 1          |     |             |     | E88  | VENDOR ADDRESS BLANK |
|                                               |                      | FVBFXK33600013    |      | 12/02/02 12/02/02 |           | 431    | VZFV05YD 243 | FVBFXK     | 000 |             |     |      |                      |
|                                               |                      | 12/02/02 12/03/02 |      |                   | M3        |        |              |            |     |             |     |      |                      |
|                                               |                      |                   |      |                   |           |        |              | 0.000      |     | .00         | 000 |      |                      |
| 12A                                           | 12/02/02 4 900 00540 | INT12321          | INTR | 12/02/02 03       | R         | 282    | 123          | 91530      |     | 15.00       |     | JA2  | A DEFAULT COBJ USED  |
|                                               |                      | 14100             | 1400 | 14077             | 6115 6118 | 141000 | 03           | 090530     | 03  |             |     | E9D  | VENDOR DATE EXPIRED  |
|                                               |                      | 0522              |      |                   |           |        |              | 2383461966 | 007 |             |     | E83  | VEN NAME REQUIRED    |
|                                               |                      |                   |      |                   |           |        |              | 1          |     |             |     | E88  | VENDOR ADDRESS BLANK |
|                                               |                      | FVBGFI33600219    |      | 12/02/02 12/02/02 |           | 431    | VZFV05YD 540 | FVBGFI     | 000 |             |     |      |                      |
|                                               |                      | 12/02/02 12/03/02 |      |                   | M3        |        |              |            |     |             |     |      |                      |
|                                               |                      |                   |      |                   |           |        |              | 0.000      |     | .00         | 000 |      |                      |

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| REPORT   | REPORT TITLE                                                       | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DAFR2021 | Batch Document Tracking Update                                     | Displays Interface transactions which <i>erred</i> in the nightly batch cycle. The transaction rejected here may or may not be returned to the IT file. Always check the View A Batch (520) screen.                                                                                                                                                                                                                                             |
| DAFR2151 | R*STARS Error Report                                               | Lists transactions entered in batch edit mode '0' or '1', which <i>erred</i> in the nightly batch cycle. The erred transactions displayed include parents and children of generated split transactions. This report also provides Batch and Agency counts and amounts to help agencies reconcile their daily batches.                                                                                                                           |
| DAFR2251 | Posted Transaction Detail                                          | Provides a listing of all transactions entered in batch edit mode '0' or '1' that <i>posted</i> in the nightly batch cycle. Transactions displayed include children of generated split transactions. The report also provides Batch and Agency counts and amounts to help agencies reconcile their daily batches.                                                                                                                               |
| DAFR2261 | Daily History Detail                                               | Lists transactions (all edit modes) that have fully processed and were sent to history. Transactions not fully processed will remain on the 530 screen.                                                                                                                                                                                                                                                                                         |
| DAFR3051 | Vendor – Eft Returns/ Reversals/ Reclamations/NO Cs/ Cancellations | Provides details of vendor EFTs returned by the receiving depository financial institution (RDFI), reversals, reclamations and notification of changes (NOCs). The report also includes prenote returns and NOCs. The report layout presents Summary Totals of Vendor EFT returns, reversals, reclamations, and NOCs for every transaction type within the batch agency, sorted by batch agency, transaction type, Bank ID and EFT payment.     |
| DAFR3055 | Vendor – Eft Rejects                                               | Provides the agency with details of vendor EFTS rejected by the originating depository financial institution (ODFI). The state receives a data file from the ODFI that includes EFT rejected payments, pre-notes, reversals, and reclamations. The report layout presents the summary totals of vendor EFT rejects for every transaction type within the batch agency sorted by batch agency, transaction type, Bank ID and EFT payment number. |

| REPORT   | REPORT TITLE                                                            | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                     |
|----------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DAFR3502 | Payment Extract Error Report                                            | Details transactions not extracted from payment.                                                                                                                                                                                                                                                                                                                |
| DAFR3620 | Appropriation Fund Control Errors – Occurring During Payment Processing | Lists payment transactions that <i>erred</i> during payment processing due to a lack of funds. Provides financial status of appropriations at the time of payment processing, for those payment transactions that <i>erred</i> due to a lack of funds.                                                                                                          |
| DAFR3630 | Fund Control Errors Occurring During Payment Processing                 | Lists payments that <i>erred</i> during payment processing due to lack of funds.                                                                                                                                                                                                                                                                                |
| DAFR3801 | Payment Redemption Error Report By Bank Id/Warrant Number               | Provides a cumulative list of all payments that have <i>erred</i> from Payment Redemption processing.                                                                                                                                                                                                                                                           |
| DAFR6220 | Payroll Transactions In Error                                           | Used to assist agencies in pulling warrants for overspent appropriations.                                                                                                                                                                                                                                                                                       |
| DAFR6230 | Errors By Batch Agency & Error Type                                     | Used to aid agencies and central operations in monitoring and correcting transactions in error.                                                                                                                                                                                                                                                                 |
| DAFR6280 | Error Detail Report                                                     | Provides agency transaction detail information of transactions in error not posted to the financial tables.                                                                                                                                                                                                                                                     |
| DAFR8200 | Daily Revenue/Receipts Transaction Register                             | This report contains the transactions of one day (all edit modes, including those entered in Edit Mode 2) and divided into six registers: Pre-Encumbrance/Encumbrances/Expenditures, Revenue/Receipts, Budgetary, Cost Allocation, Journal Entry, and Warrant Writing. The Daily Transaction Register may be requested to report transactions on a daily basis. |



## CONCLUSION

### Agenda

- I. Introduction
- II. Document Tracking Profiles
- III. Action Code Application
- IV. Inquiry and Reporting
- V. Conclusion



### R\*STARS Document Tracking

- R\*STARS tracks document status, location, and approvals
- Establishes processing rules related to tracking and approvals
- Document tracking is used at Central Control and Agency level
- Reporting and inquiry availability

## Document Tracking Elements

- Document Type
- Action Codes
- Document Agency
- Fiscal Year

## Document Tracking Profiles



**PRIMARY**

**D44  
Action Code  
Profile**

**33  
Document  
Control  
Profile**

**SECONDARY**

**D66  
User Class  
Profile**

**96A  
Security  
Profile**

**D51  
Error Code  
Profile**

**D53  
Titles  
Profile**

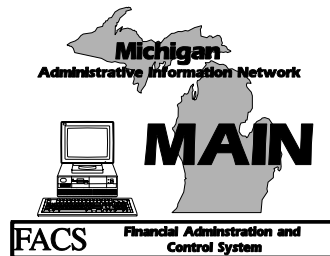
## **Direct Entry Screen**

- 39 Approvals by Document

## **Inquiry Screen**

- 37 Document Tracking Inquiry

**R\*STARS  
RS12**



**R\*STARS Document Tracking  
and Approval Processing**